Exam Information and Test Administration Procedures

Certified Permanent Cosmetics Professional

Certified Paramedical Tattoo Professional

Contents

The Society of Permanent Cosmetic Professionals

Introduction

SPCP offers widely acknowledged and recognized board certification exams for permanent makeup (PMU) & Paramedical Tattooing.

SPCP certifications satisfy most USA state licensing regulations including New Jersey, Maine & New Hampshire.

SPCP has partnered with the CareerTech Testing Center to offer their certification exams through CTTC's online testing platform. The Health and Professional Certification Project section of the CareerTech Testing Center provides licensure and certification examinations through in-person and online proctored options.

The information contained in this guide provides information for online proctored exams provided in partnership with SPCP. The guide will cover basic information on the exams, registration, and exam administration.

Eligibility to Test

Eligibility for examinees is determined by the Society of Permanent Cosmetic Professionals (SPCP). For information on certification requirements and forms, please visit their website at: https://spcp.org/.
After a candidate applies through SPCP, information for testing will be transmitted to the candidate. SPCP will issue a test voucher to the candidate once the application has been approved.

Certified Permanent Cosmetics Professional (CPCP)-9962

This board-certification requires applicants to demonstrate a specified number of study hours and training, possess a current bloodborne pathogens certificate and successfully complete an industry-specific, board-certified exam. It meets the licensing requirements set by most U.S. states (including New Jersey) and is recognized world-wide. CPCP certification is like other delegations that must be earned and maintained. The SPCP requires its CPCP delegates to be renewed every two years.

The industry specific exam contains 100 questions

- A pass of 81% is required for certification
- The exam is a fundamental level so those professionals, having successfully completed training that meets the CPCP Candidate requirement and have attended a bloodborne pathogens class should be able to pass the exam. The exam subjects can be found below.

Certified Paramedical Tattoo Professional (CPTP)-9963

This board-certification requires applicants to demonstrate a specified number of study hours and training that includes advanced techniques in paramedical, possess a current bloodborne pathogens certificate and successfully complete an industry-specific, board-certified exam. CPTP certification is like other delegations that must be earned and maintained. SPCP requires its CPTP delegates to renew every two years.

The industry specific exam contains 100 questions

- A pass of 81% is required for certification
- The exam encompasses questions related to fundamental theory as well as specific paramedical topics. You can find the subjects covered in the exam listed below
- The exam IS NOT an open book exam

Online-Proctored Exam

Technical Support

Issues with Scheduling/Overall Process Questions

Email: cttc@careertech.ok.gov

Phone: (405) 743-5160 or (405) 743-5407

Support during Session

Email: support@examity.com

Phone Support: (855) 392-6489

Chat Support – click this link

Candidate Resources

Support documents – click this link

- supported browsers, taking an exam, online proctoring information and Questionmark Secure software

Expectations During the Exam

You will control the pace of the exam and only move to the next question when you desire to; keep in mind that 90 minutes are allotted for 100 questions.

- You will be observed through your webcam by the proctor while you are taking the exam. You must be able to show a 360° view of the room. Please note the proctor will also have access to your screen/computer.
- The exam is also recorded.
- The exam uses a secure browser that prevents any other windows from opening during the exam.
- The proctor will monitor you for unusual test-taking behaviors such as eyes straying from exam, reading aloud, etc...

Technical Requirements for Online-Proctored Exams

1. Computer or Laptop with a microphone and web camera *(Chromebooks are not compatible)*

2. Pop-up blocker disabled or allow site as an exception

3. Test Computer Components – click this link

4. Software required:

    a. Questionmark Secure Browser

        ▪ Some programs are not allowed to run during the exam. The secure browser software will inform you that the program must be closed. Examples include Outlook, Teams, Skype, GotoMeeting, SnagIT.

        ▪ **Make sure to click on the sample assessment link under Step #2 to verify installation was successful.**

    b. Zoom Client for meetings

Note - if you are using a company computer, please check with your IT department for help downloading/installing software that may require administrative rights.

SPECIFY USER REQUIREMENTS

Online-Proctored Exam Administration

Register an account with the CareerTech Testing Center testing platform

1. Click the link - https://ondemand.questionmark.com/home/405371/

    a. Click on Create New Account tab

    b. Enter a username

    c. Enter an email address (must be unique to the user)

    d. Click on Create New Account

2. An automated email message is sent to confirm the registration with the Oklahoma CareerTech and is pending admin approval.

3. Once the account is approved within **two (2) business days**, another email is sent with a one (1)-time link to allow the user to set a password.

4. Update the user profile by clicking the option at the top right of the screen

    a. Set the First/Last name fields to match the information on the photo ID.

    b. Set the time zone.

Buy an exam by logging into the testing platform - https://ondemand.questionmark.com/home/405371/

1. Click on Buy Exam.

2. Select the exam(s) needed & Add to Cart.

3. Select Checkout.

4. Click on "Continue to next step".

5. Click on "Continue to next step" again.

6. Enter the required information and the voucher code provided by SPCP.

7. Click on Continue to process the order.

Schedule an exam by clicking the option at the top right of the screen

1. Click on My Assessments.

2. Select the calendar icon under Actions to "Schedule" the exam.

3. Select a Date.

4. Select a Time slot *(times are listed in military time).*

5. Select Schedule Appointment.

6. A confirmation email is sent showing the selected date/time for the exam.

Take an exam through the platform

1. Click on My Assessments.
2. A "Launch" button will appear 5-10 minutes prior to the exam start time.
3. Click on the "Launch" button to start the proctoring session in a new window.

   ▪ Zoom and Questionmark Secure must be installed.

4. Follow the onscreen prompts to connect with the proctor. The following information must be available:

   ▪ Valid state-issued driver's license or ID card issued by a US government entity.

   ▪ The name on the ID must match the information in the user account.

5. The proctor will continually monitor the candidate for suspicious activities and has the authority to terminate the exam if needed. All incidents will be reported to the Oklahoma CareerTech and Arkansas Fire Protection Licensing Board.

Completing an Exam in the system

1. Once all questions are answered, submit the exam for scoring. Do not leave the session without notifying the proctor.
2. An overall score is presented on the feedback screen.
3. There is a link to open the official score report. Print the screen.

   ▪ If unable to print from this screen, log back into the testing dashboard.

   ▪ Click on My Results and print the score report from this screen.

Rescheduling an Exam

The system allows the existing schedule to be cancelled and a new time/date set. There is no additional charge for cancelling or rescheduling a session.

1. Login to the testing platform dashboard -

   https://ondemand.questionmark.com/home/405371/

2. Click on the calendar to the right of the exam.

3. Select Cancel.

4. Click to reschedule the exam for another date/time or come back later to reschedule the session.

5. A confirmation is sent showing the changes.